

**SIU School of Medicine
Position Description**

NAME: _____ **CSN:** _____
FLSA STATUS: Exempt **DATE:** _____
TITLE: Research Nurse
DEPARTMENT/DIVISION: Center for Clinical Research

FUNCTION

Provide operational support for clinical research activities in the Center for Clinical Research (CCR) and participate in research projects for other Departments, as appropriate. Participate in assessing, planning, implementing and evaluating patient care in clinical research studies and establish clinical research organizational policies and procedures as well as carry out research. This position requires strong interpersonal skills and a basic understanding of the policies and the guidelines that govern clinical research activities.

ORGANIZATIONAL RELATIONSHIP

This position reports to the Director of Oncology Clinical Trials for the Simmons Cancer Institute (SCI) who reports to the Director of the Center for Clinical Research (CCR). This position does not have any supervisory responsibilities.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Research Duties

65%

1. Recruits clinical study participants; schedules appointments, interviews and evaluates potential participants
2. Instructs potential research patients, responsible family members, and family physician/nurse practitioner/physician assistants in aspects of the patient's care, available research studies and treatments and side effects
3. Educates patients concerning diagnosis and treatment plan and explains informed consent procedures to research study patients and obtains patients' written consent.
4. Evaluates and develops patient education materials and gives patient and/or family members instruction on drug administration and other medical information.
5. Performs nursing assessments and monitors patients' progress during clinical trials; notifies faculty investigator of any adverse events including evidence of drug toxicity or unexpected side effects.
6. Performs initial interview during each patient visit; plans appropriate care under direction of a physician/nurse practitioner/physician assistant.

7. Attends meetings as part of a team of physicians, nurse practitioners, physician assistants, nurses and research staff.
8. Assesses and documents compliance of research patients.
9. Participates with other research staff in assessing, planning, implementing and evaluating the success of research studies with other health care providers.
10. Provides emotional and educational support to research patients and serves as liaison between them and the investigators.
11. Obtains and reviews medical records for potential research subjects; maintains medical records of research subjects which includes documentation of laboratory test results and progress of research study patients, following guidelines set forth by the protocol sponsors.
12. Coordinates research activities including the scheduling of laboratory tests and or exams for patients in the studies; completes case report forms for each study participant and documents medical data in patient study chart.
13. Notifies research study patients of laboratory test results.
14. Attends research meetings and conferences as required.
15. Discusses current medical treatments, medications and therapies with medical company representatives; relays this information to medical staff and offers suggestions as to the use of new treatments, medications and therapies.
16. Acts as Principal Investigator's representative as appropriate. This may involve communicating with the public, media, University officials and federal, private and pharmaceutical company personnel.
17. Maintains patient database information, collates and prepares for publication; participates in synthesizing data to evaluate the significance of compiled data.
18. Assists investigators with data collection, review of literature, methodology and writing of abstracts; investigates literature for general and specific references of interest to the research protocols and conducts library research as needed; reviews potential protocols to evaluate their suitability for study.
19. May perform periodic internal quality assurance audits of study related materials to maintain site readiness for external audits.

Clinic Duties

20%

1. Performs a variety of clinical duties, which may include EKGs, blood smears and processing of blood serum, urine and chemistries and recording the results in the patient study chart.
2. Prepares biological specimens for shipment to reference laboratory and centrifugation of hazardous biological and chemical materials.

Administrative Duties

15%

1. Prepares project approval forms necessary for submission to appropriate committees.
2. Develops written informed consent forms for new protocols in accordance with FDA regulations; prepares project approval forms necessary for submission to appropriate committees.
3. Assists physician/nurse practitioner/physician assistant and/or Principal Investigator in writing manuscripts for publication and/or presentation of materials at conferences.

4. Assists in presenting seminars on research studies and related topics to potential referral sources, and area allied health care professionals.
5. Provides orientation, information, training and assistance for new nursing personnel, medical students, researchers, residents and fellows to the research activities.
6. Participates in staff meetings and in-service education of nursing and medical staff.
7. Assists department administration with fiscal management of studies including budget development, funding needs, expenditure reporting, collection of contract/grant payments, and file maintenance; posts billings and issues statements incurred during study.
8. Prepares proposals and protocols for funding sources.
9. Maintains adequate inventory of research supplies necessary for research activities; maintains exam rooms and laboratory.
10. Performs other related duties as assigned.

RESPONSIBILITY

It is anticipated that the employee will require minimal direct supervision. The employee may receive written or oral directives from Faculty and/or administrators within the CCR and participating Departments. The Director of the CCR and/or their designate will review performance on a regular basis.

SKILLS AND ABILITIES NEEDED FOR THE POSITION

1. Excellent oral and written communication skills.
2. High degree of empathy for patients.
3. Ability to work independently.
4. Strong problem-solving abilities.
5. Must have analytical skills necessary in order to gather, organize, and tabulate data.
6. Research experience in an academic setting preferred.
7. Computer skills to include proficiency with MS Office (Access, Word, Excel, and PowerPoint).
8. Must have an understanding of OSHA guidelines in handling hazardous biological and chemical materials.
9. Must have interpersonal skills necessary to maintain cooperative working relationships with CCR employees, physician faculty, and other research staff.
10. Sensitive to the needs of underrepresented minority populations.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS

Position requires travel to community study sites and travel to investigator meetings. See attached Physical and Environmental Requirements form.

Research Nurse
Center for Clinical Research

Date

Kathy Robinson, Ph.D.
Supervisor
Director of Oncology Clinical Trials
Center for Clinical Research

Date

Joseph Milbrandt, Ph.D.
Director, Center for Clinical Research

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Research Nurse

Position No. (If applicable): _____ Department: Center for Clinical Research-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Kathy Robinson, PhD

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date